



# G - C I T I C A M P U S

Genesis Community IT Initiative

I-CAN CENTRE

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## Programming Title

## Business Management: 8 Months



### Description

This 9-Months Business Management programme provides an opportunity for the learner to acquire advanced knowledge of business management techniques, business administration techniques, marketing, financial accounting and reporting skills.

### Career Fields

Learners could pursue a career in one of the following career fields:

- Business Management & Business Administration
- Business | Project Administration

### Programme Outline

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| <ul style="list-style-type: none"><li>● IC3 Spark – Digital Literacy (MS Word   Excel   PowerPoint, Internet &amp; Email)</li><li>● Introduction to Business Entrepreneurship.</li><li>● Introduction to Project Management</li></ul> | <ul style="list-style-type: none"><li>● Introduction to Business Communication</li><li>● Understanding the Office Environment</li><li>● Pastel Partner Accounting V19</li><li>● Entrepreneurship &amp; Small Business</li></ul> |
|---|---|

### Type of Programme

- Full-Time / Part-time
- Instructor-led | Blended Learning | Self-Development Study

### Duration

- **9 Months**
- 3 Sessions per week | 5 Hours per session (Full-Time)
- 3 Sessions per week | 2 Hours per session (Part-Time – Evening)

### Admission Requirements

- Knowledge, comprehension and application of English language at NQF 3/Grade 10 or equivalent.
- Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 11 or equivalent.
- Bookkeeping NQF Level 2 qualification or Standard 8/Grade 10 Bookkeeping (Optional)
- Computer Literacy (Optional)

### Learner Material

- **Textbooks are included in the tuition fees.**

### Pricing (Payment Options on request)

#### Total

- WAS – R26 667.00 | NOW – R16 000.00

### Assessments

An integrated assessment approach, using both formative and summative methods of assessments, is used. Learners must be prepared to allocate additional time every week to complete research projects, assignments or tasks as required.

### Exams

Exams are assessment based and online through the NetAcad, Sage Pastel and Certiport Portals (Platforms)

### Certifications

Upon successful completion of the programme and examination students will receive International certification for IC3 Spark - Digital Literacy from Certiport, Pastel Partner Accounting V19 from Sage Pastel, ESB certificate from Certiport and office Administration Certification from G-CITI Campus